

YOU MUST COMPLETE ONE "NO BUSINESS REPORT" FOR **EACH** NORMALLY-SCHEDULED WORK DAY FOR WHICH THERE IS **NO BUSINESS.** SUBMIT THIS REPORT TO THE CUSTOMER ASSISTANCE BUREAU, PO BOX 629, JEFFERSON CITY, MO 65105-0629, NO LATER THAN **TWO** BUSINESS DAYS AFTER THE "NO BUSINESS" DAY.

EXCEPTIONS: NEW YEAR'S DAY, MEMORIAL DAY, FOURTH OF JULY, LABOR DAY, THANKSGIVING DAY, AND CHRIST-MAS DAY

OFFICE NAME	OFFICE NUMBER - (SIX DIGIT)	
SHIPMENT NUMBER	SHIPMENT DATE	
SIGNATURE	RECEIVED STAMP	
	FIELD SERVICES	
TITLE		
REASON FOR "NO BUSINESS"	PROCESSING	
HOLIDAY		
☐ VACATION		
□ ILLNESS	AUDIT	MTAS
□ OTHER		

MO 860-2456 (3-2006) DOR-4239 (3-2006)